PROPERTY RETURN FORM ON FIRST APPOINTMENT

THE SCHEDULE

[see Rule 18 (1)]

Return of Assets and Liabilities on First Appointment on the 31st December..............

1. Name of the Government Servant in full:...........................................................

 (in Block letters)

2. Service to which he belongs:................................................................................

3. Total length of service up to date:.......................................................................

 i) in non-Gazetted rank:.................................................................................

 ii) in Gazetted rank:.........................................................................................

4. Present post held and place of posting:...........................................................

5. Total annual income from all sources during

 the Calendar year immediately preceding the 1st January ........................

6. Declaration:

 I hereby declare that the return enclosed namely, Forms I to V are complete, true and correct as on ........................ to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of sub-rule (1) of Rule 18 of the Central Service (Conduct) Rules, 1964

Date:.................. Name in full & Signature

 Designation

NOTE 1- This return shall contain particulars of all assets and liabilities of the Government servant either in his own name or in the name of any other person

FORM I

Statement of immovable property on first appointment as on 31st December....................... (e.g., Land, House, Shops, Other Buildings, etc)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No | Description of property | Precise location(Name of District and village in which property is situated) | Area of land (in case of land and building) in sq.mts | If not in own name, state in whose name held and his/her relationship, if any to the Govt servant | Date of acquisition | How acquired (Whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of persons from whom acquired (address and connection to the Govt servant, if any, with the person concerned)Please see Note 1 below | Value of the property (see Note 2 below) | Total annual income from the property | Remarks |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Date: Name & Signature with Seal

NOTE 1- For purpose of column 7, the term “lease” would mean a lease of immoveable property from year to year or for any term exceeding one year of reserving a yearly rent. Where, however, the lease of immoveable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this column irrespective of of the term of the lease, whether it is shown term or long term , and the periodicity of the payment of the rent

NOTE 2 – In column should be shown –

(a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition :

(b) Where it has been acquired by lease, the total annual rent thereof also and

(c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

**FORM No. 2**

Statement of liquid assets on first appointment on the 31st December, 201…….

 (1) Cash and Bank balance exceeding 3 months emoluments

 (2) deposits, loans advances and investments (such as shares, securities, debentures, etc. )

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Description | Name and Address of Company, Bank, etc. | Amount | If not in own name, name and address of person in whose name held his/her Relationship with the Govt. Servant. | Annual Income derived | Remarks |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Date………………. Signature………………………

NOTE 1. - In column 7, particulars regarding sanctions obtained or report made in respect of the various transactions may be given.

NOTE 2. - The term, “emoluments” means the pay and allowances received by the Government servant.

**FORM No. III**

Statement of moveable property on first appointment as on the 31st December ..……

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl No | Description of items | Price of value at the time of acquisition and/or the total payments made up to the date of returns, as the ease may be, in case of articles purchase on the hire purchase or instalments basis. | If not in own name and address of the person in whose name and his/her Relationship with the Govt. servant | How acquired with approximate date or acquisition | Remarks |
| **1** | **2** | **3** | **4** | **5** | **6** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Date……………………. Signature…………………………

NOTE 1- In this form , information may be given regarding items like (a) jewellery owned by him (total value ): (b) silver and other precious metals and precious stones owned by him not forming part of jewellery (total value): (c) (i) Motor Cars (ii) Scooters/Motor Cycles. (iii) refrigerators air-conditioners. (iv)radios/radiograms / televisions sets and any others articles the value of which individually exceed 10.000/- (d) value of items of moveable property individually worth less than Rs. 10.000/- other than articles of daily use such as clothes, utensils, books, crockery, etc, added together as lumpsum.

NOTE 2- In Column 5, may be indicated whether the property was acquired by purchase, inheritance gift or otherwise.

NOTE 3- In Column 6, particulars regarding sanction obtained or report made in respect of various transactions may be given.

**FORM No. IV**

 **Statement of Provident Fund and Life Insurance Policy on First Appointment as on the 31st December ...……**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl No. | Policy No. and date of policy | Name of Insurance Company | Sum/Insured/date of maturnity | Amount of annual premium |
| **1** | **2** | **3** | **4** | **5** |
|  |  |  |  |  |

**Provident Funds**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of provident Funds/GPF/CPF Account No. | Closing balance as last reported by the Audit/Accounts Officer along with date of such balance | Contribution made subsequently | Total | Remark (if there is dispute regarding closing balance, the figures according to the |
| **6** | **7** | **8** | **9** | **10** |
|  |  |  |  |  |

Date…………….. Signature…………………………………

**FORM No. V**

Statements of Debts and Other Liabilities on First Appointment as on the 31st December, ..………

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl No. | Amount | Name and address of Creditor | Date of incurring Liability | Details Transaction | Remarks |
| **1** | **2** | **3** | **4** | **5** | **6** |
|  |  |  |  |  |  |

Date…………….. Signature………………………..